88-9

DEFENSE ACQUISITION CIRCULAR

15 JULY 1989

NUMBER 88-9

This Defense Acquisition Circular is issued by direction of the Secretary of Defense pursuant to the authority contained in 5 U.S. Code 301, 10 U.S. Code 2202, DoD Directive 5000.35, and DoD FAR Supplement 201.301.

This Defense Acquisition Circular is effective 1 October 1989, in accordance with DoD FAR Supplement 201.301(S-70)(4).

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ITEM I--FISCAL YEAR 1990 CHANGES TO THE DoD REPORTING SYSTEM (FINAL RULE)

DFARS Part 204 reporting instructions for the DD 350, Individual Contracting Action Report, and the DD 1057, Monthly Contracting Summary of Actions $25,000 or Less, are being revised to comply with recent statutory requirements. Accordingly, the DAR Council authorized expedited Departmental distribution of the DFARS coverage which was provided in Departmental Letter No. 89-14, dated 21 June 1989. Changes are effective for reporting beginning 1 October 1989.

NOTE: This coverage is not to be used before **1 October 1989**.

Major changes in the FY 1990 DD 350 reporting instructions are:

(a) Instructions for Items C3 and C8 are revised to address competitive 8(a) awards. Section 303(b) of the Business Opportunity Development Reform Act of 1988 (Public Law 100-656) requires that acquisitions offered for award pursuant to Section 8(a) of the Small Business Act be awarded on the basis of competition restricted to eligible participants under certain conditions. FAR Part 19 and DFARS Part 219 changes to implement this statute will be published in the near future. These actions will be reported as "Full and Open Competition After Exclusion of Sources".

(b) Items E2 through E4 are relocated to Part D for FY 1990 as Items D9 through D11. These items were added in an interim rule published in the Federal Register on 27 January 1989 (54 FR 4246) and corrected on 3 February 1989 (54 FR 5484). The interim rule was finalized in DAC 88-8 and is effective for FY 1989 reporting. The changes in this DAC will be effective for reporting beginning in FY 1990.

(c) Item C8 is revised and new Items E2 and E3 are added to report information concerning awards to private or public handicapped organizations under small business set-asides. Section 133 of the Small Business Administration Reauthorization and Amendment Act of 1988

ITEM I (Continued)

(Public Law 100-590) authorizes participation by public or private organizations for the handicapped in small business set-asides for Fiscal Years 1989 through 1993. FAR Part 19 changes to implement the statute will be published in the near future.

Expanded guidance is also provided regarding when a DD 350 must be submitted for actions of $25,000 or less under the Small Business Competitiveness Demonstration Program. The additional guidance provides, in part, that a DD 350 need no longer be submitted on actions of $500 or less.

All other changes are editorial or for clarification. Comparable changes are made to the DD Form 1057 reporting instructions. Conforming changes to the DD Forms 350 and 1057 are in process. Revised forms will be distributed through normal channels.

Replacement pages: 204.6-6, 204.6-8, 204.6-11 through 204.6-16, 204.6-19 through 204.6-26, 204.6-28 through 204.6-30, 204.6-33 through 204.6-37, 204.6-39, and 204.6-42.

NOTE: Subpart 204.6 is furnished in its entirety.

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REPLACEMENT PAGES

Remove the following pages:	**Insert the following pages:**
204.6-1 through 204.6-41	204.6-1 through 204.6-42

PART 204--ADMINISTRATIVE MATTERS
SUBPART 204.6--CONTRACT REPORTING

204.601 Record Requirements.

(a) The Defense Contract Action Data System (DCADS) meets the record retention requirements of FAR 4.601.

(d) The information required to be transmitted to the Federal Procurement Data System shall be transmitted by Washington Headquarters Services via the DCADS based on feeder reports (DD Forms 350 and 1057) submitted to it by the Departments.

204.670-1 Scope. This section prescribes uniform reports which are required to be prepared by purchasing and contract administration offices in order to meet the requirements of the Federal Procurement Data System and the DCADS, and to provide management with necessary information to help formulate, change or measure the effectiveness of acquisition policy.

204.670-2 Definitions. As used in 204.671 and 204.672, the following terms have the meanings stated below:

"Commercial and Government Entity (CAGE) Code" means:

(a) A code assigned by the Defense Logistics Services Center (DLSC) to identify a contractor or manufacturer and published in the Commercial and Government Entity (CAGE) Handbook H4/H8; or

(b) A code assigned by a member of the North Atlantic Treaty Organization (NATO) and maintained by DLSC; or

(c) One of the above codes used in subpart 204.6 to identify contractors.

"Contract Administration Office" means the office which awards or executes a contracting action as defined below, when such action is accomplished by an ACO on behalf of the Contracting Officer who assigned contract administration responsibility to that office. This includes actions taken by a TCO relating to the settlement of terminated contracts.

"Contracting Action" means any written action obligating or deobligating funds in connection with the purchasing, renting, leasing, or otherwise obtaining supplies, services, or construction. The term includes: preliminary contractual instruments; letter contracts; definitive contracts, including notices of award; purchase orders; BPA calls; job orders; task orders; delivery orders; contingency orders; administrative notices; communication services authorizations (CSA's); production lists; priced exhibits; other orders under existing contracts; and contract modifications such as change orders or agreements, supplemental agreements, funding changes, option exercises, and notices of termination or cancellation.

"Contracting Office" means any office which awards or executes a contracting action when that action is accomplished by the Contracting Officer. Included in the term are activities which place orders against DoD contracts, against another agency's contract, or against Federal Supply Schedules, when such action is not taken in conjunction with an assigned contract administration responsibility.

"Emerging Small Business", as used in this part, is as defined in FAR 19.1002.

"Nonprofit Institution" means any corporation, foundation, trust, or institution not organized for profit, no part of the net earnings of which inure to the benefit of any private shareholder or individual. Included are educational and scientific institutions of a nonprofit nature, and state, local, and other non-Federal Government agencies.

"United States and Outlying Areas" is defined by Federal Information Processing Standard Publication (FIPS PUB) 55-2, Guideline: Codes for Named Populated Places, Primary County Divisions, and Other Locational Entities of the United States and Outlying Areas. Included are American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Mariana Islands, the Trust Territory of Palau, Puerto Rico, the U.S. Minor Outlying Islands and the Virgin Islands of the U.S.

204.670-3 Solicitation Provisions and Contract Clauses.

(a) Contractor Establishment Code. The contracting officer shall insert in solicitations exceeding the small purchase limit the provision at 252.204-7004 when it is appropriate to request the offeror to supply his Contractor Establishment Code.

(b) Commercial and Government Entity (CAGE) Codes. CAGE is the umbrella term for DoD assigned codes used to identify commercial and government activities. CAGE codes have also been known in the past as Federal Supply Codes for Manufacturers (FSCM), Federal Supply Codes for NonManufacturers (FSCNM), MILSCAP codes, H-4 codes, H-8 codes, or other terms.

(1) The contracting officer shall insert the provision at 252.204-7007 when it is appropriate to request the offeror to supply its CAGE code.

(2) The contracting officer shall assist the offeror in obtaining the required CAGE code(s).

(3) Prospective offerors may not be denied a solicitation or bid set because the offeror does not have a CAGE code.

204.670-4 Numbering of Subpart. The numbering in this subpart differs from the standard DFARS numbering system in that the principal subdivisions within subsections 204.671-5 and 204.672-5 pertain to the parts of DD Form 350 or the sections of DD Form 1057. These subdivisions are further segmented by reference to the report item or

line number. Where appropriate, there is further segmentation by code descriptors. This provides for ease in identifying coverage for a specific item and entry code. For example, 204.672-5(b) Item B13 Code 1 readily identifies the citation as belonging to Code 1 of Item B13 of Part B of the DD Form 350.

204.671 Individual Contracting Action Report (DD Form 350).

204.671-1 Scope. This section prescribes the reporting on DD Form 350 of individual contracting actions in excess of $25,000. This reporting requirement has been assigned Report Control Symbol: DD-P&L(M)1014.

204.671-2 Purpose. The DD Form 350 is used to collect data on contract placement statistics within DoD. The data gathered by means of the DD Form 350 are used for reporting the size and distribution of DoD contracting actions; types of contracts used; numbers and amount of contracts placed with categories of contractors such as small, small disadvantaged, and women-owned small business concerns; the extent competed and other essential facts about contract actions over $25,000 written by DoD. In many respects, the data summarized from the DD Form 350 are used to measure the efficiency and adequacy of the way in which the DoD acquisition program is executed. The data serve as the basis for internal DoD reports as well as reports to other departments of the executive branch, Congress, GAO and others. The data frequently provide a basis for new or revised acquisition policies. Therefore, it is most important that accurate and complete data be reported in a timely manner through the DD Form 350.

204.671-3 Applicability and Coverage.

(a) DD Form 350 consists of 6 parts. Part A identifies the report and the reporting activity. Part B identifies the transaction: contract number, contractor, dollars, product, etc. Part C gathers data concerning contracting procedures, labor statute requirements and contracting methodology. Part D gathers data relating to the various Socioeconomic programs to which DoD acquisitions are subject. Part E is set aside for departmental or higher authority use. Part F identifies the cognizant reporting official.

(b) DD Form 350 shall be prepared for each contracting action obligating or deobligating more than $25,000 which is executed by a Component of the Department of Defense except as indicated in (d) below. At the option of the headquarters of the Departments, contracting offices shall submit an automated record in lieu of a hardcopy DD Form 350. The contract file shall contain the hardcopy DD Form 350, an automated facsimile or an electronic equivalent as directed by the headquarters of the Departments for each individual contracting action in excess of $25,000.

(c) Multiple reports are required for a single action when both the Foreign Military Sales Program and other programs are involved (see 204.671-5(b), Item B9). Multiple reports may be required if more than one type of contract is involved (see 204.671-5(c) Item C5(i)).

(d) DD Form 350 shall not be prepared for the following contracting actions:

(1) Transactions which cite nonappropriated funds, such as funds belonging to the Army and Air Force Exchange Service. Funds held in trust accounts for foreign governments shall be treated as appropriated funds.

(2) Transactions for purchase of land, or rental or lease of real property where the contracting action was executed by GSA.

(3) Orders from GSA Stock and the GSA Consolidated Purchase Program.

(4) Transactions which involve Government bills of lading or transportation requests.

(5) Grants for basic research with educational institutions and other nonprofit organizations.

(6) Orders placed against indefinite delivery contracts entered into by the Military Sealift Command or orders against indefinite delivery contracts for petroleum and petroleum products entered into by the Defense Fuel Supply Center or the Defense General Supply Center. The estimated value of the orders to be placed in each fiscal year against each Military Sealift Command contract shall be reported on a separate DD Form 350 in the appropriate fiscal year. The total estimated value of the orders to be placed against each Defense Fuel Supply Center contract and each Defense General Supply Center contract for petroleum and petroleum products, shall be reported at the time of contract award.

(7) Awards to individuals in support of dependent schools, e.g., principals and teachers. These transactions shall be consolidated monthly and the cumulative dollar amount reported on a single DD Form 350.

(8) Military Airlift Command awards for international airlift services. These actions shall be reported at the end of each operating month by the issuance of one master DD Form 350 for each airlift contract.

(9) Orders placed by the Services for resale items in excess of $25,000 against brand name contracts entered into by the Defense Logistics Agency and published in Supply Bulletin Series 10-500. Orders under each such contract shall be consolidated monthly by the Services and cumulative dollar amounts reported on a single DD Form 350 in accordance with departmental regulations. DLA activities shall submit individual rather than consolidated reports.

(10) Vouchers processed by the U.S. Army Contracting Agency, Europe (USACAE), for the purchase of utilities from municipalities,

such as gas, electricity, water, sewage, steam, snow removal, and garbage collection. These transactions shall be consolidated monthly and the cumulative dollar amount reported on a separate DD Form 350 in accordance with departmental regulations.

204.671-4 Due Date and Distribution.

(a) The signed original of each DD Form 350, or electronic equivalent, shall be forwarded by the contracting office within 3 working days after the date on which the dollars were actually obligated or deobligated by the contracting office, with the following exceptions:

(1) For those Defense Fuel Supply Center major petroleum acquisitions which result in multiple awards, the signed original of the DD Form 350 shall be forwarded within 10 working days.

(2) For actions executed in the month of September only, prescribed due dates may be extended 10 calendar days for the forwarding of reports in order to assure complete coverage of all contracting actions occurring in the fiscal year at the option of the activity set forth in 204.671-4(d) below.

(b) Corrected reports shall be distributed in exactly the same manner as original reports.

(c) DD Forms 350 shall be submitted as unclassified documents. If necessary, the commodity description (Item B12E) may be omitted and the word "classified" inserted in lieu thereof. In addition, enter 9999 in Items B12A and B12D and zeros (000) in Item B12C. Should further modification of coding of items on DD Form 350 be deemed necessary for security classification purposes, the appropriate departmental offices identified in (d) below shall be contacted for special instructions.

(d) Distribution of DD Form 350 shall be as follows:

(1) Army contracting offices (including Corps of Engineers Civil Works) to:

US Army Contracting Support Agency
Attn: Contract Support Office (SFRD-KS)
Room 1C642, the Pentagon
Washington, DC 20310-0103

(2) Navy contracting offices as directed by NAVSUP-024.

(3) Air Force contracting offices as directed by SAF/AQCX.

(4) Defense Logistics Agency contracting offices as directed by HQ DLA.

(5) All other contracting offices of the Department of Defense shall forward the signed originals to the address shown in (d)(1) above.

(e) Contracting offices shall prepare DD Form 350 for contracting actions in excess of $25,000 which are accomplished by contract administration offices and are reportable in accordance with 204.671-3. To facilitate such reporting, the ACO or TCO shall

transmit to the contracting office on whose behalf the action was taken a copy of the contractual instrument clearly annotated in the heading in large block letters as the "DD FORM 350 REPORTING COPY" within one working day after the action date. The contracting office shall prepare and submit the DD Form 350 within 3 working days after the receipt of this "REPORTING COPY."

204.671-5 Instructions for Completion of DD Form 350.

(a) Part A of DD Form 350.

Item A1, Type of Report.

Code 0 - Original Report. Enter this code if this is an original report (including termination actions) and complete sections A through F as appropriate.

Code 1 - Cancelling Report. Enter this code if it is necessary to cancel a previously submitted report in its entirety (i.e., the report should not have been submitted), or if there was an error in Item A2, A3 or B1 of the original report. To cancel a report, complete only Items A1, A2, A3, and B1. Code 1 shall not be used for termination or cancellation actions (Item B13 is coded E, F or G).

Code 2 - Correcting Report. Enter this code if it is necessary to correct a previously submitted report for any error other than in Items A2, A3 and B1. Enter the same codes in Items A2, A3, and B1 that were entered on the incorrect report and correct the codes in only those items being corrected. Leave all remaining items blank. If it is necessary to change Item A2, A3, or B1 regarding a previously submitted report, that report must be canceled and a new "original" report submitted with the correct data.

Item A2, Report Number.

(i) Each contracting office shall assign to DD Forms 350 a unique 4-position number with alpha or numeric characters. If more than one activity within a contracting office utilizes the same reporting office code, the contracting office shall assign separate blocks of numbers to each such activity in order to prevent duplication of report numbers.

(ii) If Item A1 is coded 1 or 2 (a canceling or correcting action), then enter the report number assigned to the report being canceled or corrected.

Item A3, Contracting Office Code. Enter in Item A3 the code assigned to the contracting office in accordance with DoD Procurement Coding Manual, Volume III, DoD 4105.61M.

Item A4, Name of Contracting Office. Enter, in the space provided, sufficient detail to establish the identity of the contracting office submitting the report.

(b) Part B of DD Form 350.

Item B1, Contract Number. Enter, left justified, either the Department of Defense contract number or, for orders under contracts awarded by other Federal agencies, the contract number of that Federal agency.

(i) For DoD contracts, enter the basic (13 alphanumeric character) procurement instrument identification number (PIIN) that was assigned in accordance with 204.70. Contracts numbered under exceptions permitted by 204.7001 shall include the identification of the contracting office and the fiscal year in accordance with 204.7003-1(a) and (b) and Appendix N, plus 5 characters. Do not enter other supplementary procurement instrument numbers as part of the contract number; such numbers shall be entered in Item B2. Also, do not enter dashes, slants, or similar punctuation marks, and do not show spaces between numbers or letters in the PIIN.

(ii) For other agency contracts, enter the contract number of the federal agency as it appears in the contractual instrument, except that spaces between characters shall not be shown, and dashes, slants, and other punctuation marks shall not be entered (e.g., for GS-00S-27773, enter GS00S27773; for GP-16251 A, enter GP16251A, etc.).

Item B2, Modification, Order or Other Supplementary Procurement Instrument Identification Number. If applicable, enter the supplemental procurement identification number (up to 19 characters) that was assigned in accordance with 204.7004 or other identification permitted by 204.7001. Usually calls and orders will be assigned a four-position number in accordance with 204.7004-4. Usually a modification, including a modification of a call or order, will be assigned a six-position modification number in accordance with 204.7004-3 or 204.7004-4(b) respectively.

Item B3, Action Date. Enter the year, month and day when a mutually binding agreement was reached. This shall be the effective date for fiscal obligation purposes. As a general rule, this occurs when a notice of award or fully executed document is manually delivered or placed in the mail to the contractor. Enter each segment as a 2-digit number. Use 01 through 12 for January through December. For example, enter 2 January 1999 as 990102. For contracts awarded in one fiscal year and not effective until a subsequent fiscal year because they are contingent on the availability of funds or for other reasons, the date shall be the date of the funds availability.

Item B4, Completion Date. Enter the year, month and day of the last contract delivery date or the end of the performance period as set forth in the contract. Enter each segment as a 2-digit number. Use 01 through 12 for January through December. For example, enter 2 January 1999 as 990102.

Item B5, Contractor Identification Information. The Contractor name and codes requested in the items B5A through B5E refer to the contractor whose name and address appear in the contract document. For contracts placed with the Small Business Administration pursuant to the Small Business Act, Public Law 85-536, section 8(a), or orders placed against a contract awarded by another agency, enter the name and codes for the contractor establishment which will be performing

under the contract. For Federal Supply Schedule orders, enter the name and codes of the contractor whose name appears on the schedule, not the name and codes of the agent to whom orders may be sent. For awards to the Canadian Commercial Corporation (CCC), enter the name and codes of the appropriate CCC office, except as noted in Item B5B.

Item B5A, Contractor Establishment Code.

(i) Enter the 9-position Contractor Establishment Code, assigned for the Federal Procurement Data Center (FPDC), that identifies the contractor.

(ii) The Contractor Establishment Code is available from one of the following sources:

(A) The offeror's response to the solicitation;

(B) If not provided with the offer, the successful offeror shall be contacted and requested to supply his applicable Contractor Establishment Code;

(C) If not provided by the successful offeror, the FPDC Contractor Establishment Code file Alphabetical Listing shall be consulted.

(D) If this listing has no entry or has multiple Contractor Establishment Codes for the establishment, the applicable Contractor Establishment Code shall be obtained by contacting the office assigned responsibility by FPDC to provide a code. Contracting offices may request a code by any of the following methods:

1. Telephoning 800-397-4472 or 215-776-1710/1764/1769/1788;
2. Telefaxing 215-398-3688;
3. Mailing inquiries to Dun & Bradstreet Central Data Collection, Dept. 178, Allentown, PA 18195.

All requesters should provide the following information:

Name of requesting contracting office;
Contracting office location (city/town; state/country);
Contracting office area code and commercial telephone number;
Name of individual making the request;
Total number of requests, if more than one; and
Contractor establishment name, street address (and/or P.O. Box), city/town, state/country, and ZIP code, if applicable, as displayed in Items B5C and B5D.

Item B5B, Commercial and Government Entity (CAGE) Code.

(i) Enter the 5-position code assigned by the Defense Logistics Services Center (DLSC) that identifies the Contractor plant or establishment.

(ii) For awards to the Canadian Commercial Corporation (CCC), enter the code which identifies the contractor establishment performing under the contract.

(iii) The CAGE code is available from one or more of the following sources:

(A) The offeror's response to the solicitation;

(B) The bimonthly H-8 publication issued by DLSC-JBDA, Federal Center, 74 N. Washington, Battle Creek, MI 49017-3084, telephone numbers: AUTOVON 932-4725, FTS 522-4725, commercial (616) 961-4725.

(C) On-line access to the CAGE file through the Defense Integrated Data System (DIDS);

(D) On-line access to the Defense Logistics Agency CAGE file through the DLA Network; or

(E) Submission of a DD Form 2051, Request for Assignment of a CAGE Code, or electronic equivalent to DLSC-FBA at the above address. It is the responsibility of the contracting activity to request the assignment of the CAGE code by completing Section A of the DD Form 2051 - Request for Assignment of a Commercial and Government Entity (CAGE) Code. (See 253.303-70-DD-2051.) The prospective contractor will complete Section B of the form. The completed form will be submitted by the contracting activity to DLSC-FBA for processing and code assignment after it has verified the data submitted by the contractor.

(iv) Questions concerning obtaining computer tapes, electronic updates or code assignments should be directed to DLSC, Attn: DLSC-FBA, telephone numbers: AUTOVON 932-4358, FTS 522-4358, commercial (616) 961-4358.

Item B5C, Contractor name. In the space provided, enter the name (including division name) of the contractor.

Item B5D, Contractor address. In the space provided, enter the address of the contractor. Include street address (and/or P.O. Box), city/town, state/country, and ZIP code, if applicable.

Item B5E, Contractor's Taxpayer Identification Number (TIN). When required by FAR Subpart 4.9, enter the TIN that identifies the contractor receiving the award. Otherwise, leave this item blank.

Item B5F, Parent TIN. When required by FAR Subpart 4.9, enter the TIN of the parent company (common parent). Otherwise, leave this item blank.

Item B5G, Parent Name. If Item B5F is completed, enter the name of the contracotr's parent company (common parent). Otherwise, leave this item blank.

Item B6, Principal Place of Performance. Principal place of performance, in general, refers to the prime contractor's final assembly point of a manufactured article, construction site, place of mining, or place where a service is performed for the Government, including military installations.

(i) If more than one location is involved, show the location involving the largest dollar amount of the acquisition. Do not show more than one location in Item B6.

(ii) For purchase from regular dealers (FAR 22.601), the place of performance shall be the dealer's location if shipment is made from stock, or the subcontractor's location if shipment is made from a subcontractor's plant.

(iii) For construction contracts, report the actual site of construction.

(iv) For architect-engineering contracts, report the planned site of the construction.

(v) In cases where the places of performance will be varied or unknown, enter the home office location of the contractor.

(vi) Where labor surplus area set-aside preference is given, the principal place of performance shall be the city and state of the area which determined the preference.

Item B6A, City or Place Code.

(i) Where the place of performance is in the United States and Outlying Areas, enter the city or place code of the principal place of performance from FIPS PUB 55-2. If the city or locality is not listed, find the appropriate county in FIPS PUB 55-2 and enter the 5-digit place code for the county. For Washington, DC, enter 50000. It may be necessary to refer to FIPS PUB 55-2, Paragraph 5.2, Entry Selection With the Aid of the Class Code, to ensure that the correct city or place code is chosen. The class code must be used in addition to the place code in many instances to correctly identify the code which most accurately identifies the place of performance.

(ii) Leave this item blank for foreign countries.

Item B6B, State or Country Code.

(i) Enter the numeric state code for the United States and Outlying Area. FIPS PUB 5-2, Codes for the Identification of the States, the District of Columbia and the Outlying Areas of the United States and Associated Areas, or FIPS PUB 55-2 may be used for the identification of states and state equivalents in the United States and Outlying Areas.

(ii) Enter the alpha country code from FIPS PUB 10-3, Countries, Dependencies, Areas of Special Sovereignty, and Their Principal Administrative Divisions, to identify foreign countries.

Item B6C, City or Place/State or Country Names. Enter the name of the principal place of performance. If the location is the same as for Item B5D, enter the word "same". Do not leave blank.

Item B7, Type of Obligation. This item is used to identify the nature of the amount to be entered in Item B8. Enter Code 1 to show an obligation; Code 2 to show a deobligation.

Item B8, Total Dollars. Enter the net amount of funds obligated or deobligated by the contractual instrument being reported. Enter whole dollars only.

Item B9, Foreign Military Sale.

(i) If only part of a contracting action is for foreign military sales, that part (if in excess of $25,000) shall be reported on one DD Form 350, and the other part (if in excess of $25,000) shall be reported on a second DD Form 350. Any part of $25,000 or less shall be reported on the DD Form 1057.

(ii) Enter Code Y if the contracting action is under foreign military sales arrangements, or under any other arrangements whereby a foreign country or international organization undertakes to bear the cost of the procurement. If not, enter Code N.

Item B10, Multiyear Contract. Enter Code Y if this report concerns multiyear contracting for supplies or services pursuant to FAR 17.1; otherwise, enter Code N.

Item B11, Total Multiyear Value. Enter the estimated multiyear contract value if Item B10 is coded Y and Item B13 is coded 1 or 3. Enter whole dollars only. Otherwise, leave this item blank.

Item B12, Principal Product or Service.

Item B12A, FSC or Service Code. Enter a Federal Supply Classification Code, a Research, Development, Test and Evaluation (RDT&E) Code, or a Service Code in accordance with Section I, Volume I of the Department of Defense Procurement Coding Manual (DoD 4105.61M). Each DD Form 350 must contain a 4-character entry for this item. If more than one code is applicable to the action, enter the one that best identifies the product or service representing the largest dollar volume of acquisition.

(i) Research, development, test, and evaluation (RDT&E) is defined in FAR 35.001. Each DD Form 350 action for RDT&E shall be assigned a code beginning with the letter "A" in accordance with Section I, Part A of the referenced coding manual. Do not assign RDT&E codes for the acquisition (including rental or lease) of equipment, supplies, or services separately purchased in support of RDT&E work. Acquisition of services or supplies that is incidental to the fulfillment of RDT&E work, but does not require contractor RDT&E performance, shall be coded in accordance with Parts B and C, Section I of the referenced coding manual, even though such purchases are in support of RDT&E work and RDT&E funds are cited. In no case shall RDT&E codes be assigned for orders under GSA Federal Supply Schedule contracts.

(ii) Services. All services (except RDT&E actions) and lease or rental of equipment or facilities shall be coded in accordance with Part B, Section I of the referenced coding manual. Each category is assigned a series of 4-character codes for specific types of services and construction.

(iii) Supply. Acquisition of supply items shall be assigned a Federal Supply Classification (all numeric) Code from Part C, Section I of Volume I of the referenced coding manual. The Department of Defense Federal Supply Classification Cataloging Handbooks H2-1, H2-2, and H2-3 also may be used as a reference in identifying the correct 4-character code. Lease or rental of equipment/facilities should be coded as a service in accordance with Part B, Section I of the referenced coding manual.

Item B12B, DD Claimant Program Code. Enter the appropriate code that identifies the commodity described in Item B12E. Claimant Program Codes are defined in Section III, Volume I of the DoD Procurement Coding Manual (DoD 4105.61M).

(i) If more than one code is applicable to the action, enter the one that best identifies the product or service representing the largest dollar volume of acquisition.

(ii) If the description in Item B12E is for research and development, the objective of the research and development shall control the Claimant Program code to be entered; e.g., if the objective of the research and development is a guided missile, enter Code A20.

(iii) If the description in Item B12E is for research that cannot be identified with a particular claimant program, enter Code S10.

(iv) Contracts for ship repair, inspection and repair as necessary (IRAN), modification of aircraft, overhaul of engines, and like maintenance, repair or modification services shall be identified with a particular claimant program where possible.

(v) Equipment rental (including rental of automated data processing equipment (as defined at Part 270)) and utility services shall be coded S10.

(vi) If a particular claimant program cannot be identified, enter Code S10 for services or code C9E for supplies or equipment.

Item B12C, System or Equipment Code. Enter the appropriate weapons system or equipment code in accordance with Section II, Volume I of the DoD Procurement Coding Manual (DoD 4105.61M). If the action is funded by the Strategic Defense Initiative (SDI), enter code CAA in this item in preference to any other applicable code. If more than one code is applicable to the action, enter the one that best identifies the product or service representing the largest dollar volume of acquisition. If a weapon system or equipment code is not applicable, enter 3 zeros. DLA activities will use the code assigned by the sponsoring Service.

Item B12D, Standard Industrial Classification (SIC) Code. This item identifies the SIC of the procurement (as opposed to the SIC of the Manufacturer or Dealer). Enter the SIC Code in effect at the time of award from the OMB Standard Industrial Classification Manual. If

more than one code is applicable to the action, enter the one that best identifies the product or service representing the largest dollar volume of acquisition.

Item B12E, Name or Description. Enter the name or brief description of the commodity or service. When the description of a commodity or service is classified, enter only the word "Classified"; however, do not specify "Classified" if a code name, such as Minuteman, Polaris, Trident, Pershing, etc., or an identifying program number; e.g., WS-107A, can be used without classifying the report.

Item B13, Kind of Contracting Action.

(i) Enter one of the available codes as appropriate.

(ii) For a contract action which initially funds an award made in one fiscal year but not effective until a subsequent fiscal year because it was contingent on the availability of funds or for other reasons, enter the code best describing the action.

(iii) Actions with workshops for the blind or other severely handicapped including orders with workshops from the procurement list shall be reported as described in Code 3.

(iv) Actions placed with Federal Prison Industries (UNICOR) shall be reported as code 8.

Code 1 - Initial Letter Contract. Enter this code when a new letter contract is executed. For a letter contract which is designated as a modification of an existing contract, enter Code A (rather than Code 1) to identify the action as a modification.

Code 2 - Definitive Contract Superseding Letter Contract. Enter this code when applicable. Enter Code A (rather than Code 1) for a definitive modification which supersedes a letter contract designated as a modification of an existing contract. (In this case the letter contract was used as a modification which in turn was definitized by a modification.)

Code 3 - Definitive Contract (including notice of award). Enter this code when the first binding instrument is the document containing all the terms and conditions of the agreement, including definitive contract awards under the Small Business Administration 8(a) program. Also enter this code for orders from the procurement list with workshops for the blind or other severely handicapped. Use Codes A through G, as appropriate, for modifications of the above actions.

Code 4 - Order Against DoD Basic Ordering Agreement. Enter this code when reporting orders against basic ordering agreements, priced exhibits and production lists entered into by a DoD Component. Use Codes A through G, as appropriate, for modifications of the above actions.

Code 5 - Order Against DoD Contract. Enter this code when reporting orders against indefinite delivery type contracts, DLA schedules, job orders, task orders, and the like where firm obligations are created by the issuance of such documents and where the basic contract was awarded by a DoD Component. Use this code for

orders placed against DoD contracts with the Small Business Administration 8(a) Program. Use Codes A through G, as appropriate, for modifications of the above actions.

Code 6 - Order/Modification Under Federal Supply Schedule. Enter this code for all contracting actions (including modifications) under a Federal Supply Schedule contract (see FAR 8.401). This includes contracting actions against Veterans Administration Supply Schedules, GSA ADP Schedule contracts and GSA Area Contracts for Utility Services.

Code 7 - Order Against Another Federal Agency's Contract. Enter this code for orders and modification of orders against a contract awarded by another Federal Agency or Government Corporation, other than a Federal Supply Schedule. Actions where the Federal Agency or Government Corporation is the contractor shall be reported as code 8.

Code 8 - Action With Another Federal Agency. Enter this code for all contracting actions, including modifications, placed directly with another Federal Agency or Government Corporation, e.g., Government Printing Office, Federal Prison Industries (UNICOR), Tennessee Valley Authority, or the Departments of Treasury, Agriculture or Energy, where the Federal Agency or Government Corporation is acting as the contractor. Use code 7 for orders placed with a contractor who is performing on a contract written by another Federal Agency or Government Corporation.

Code A - Additional Work, New Agreement. Enter this code when additional work is acquired by means of a bilateral supplemental agreement which increases the scope of existing contracts, including letter contracts.

Code B - Additional Work, Other. Enter this code when additional work is acquired by means of modification to the basic contract as follows:

(i) Exercise of options for increased quantities or extended performance.

(ii) Incremental yearly buys under multiyear contracts.

(iii) Amendments to letter contracts, supplemental agreements, and other modifying actions which add work and are made pursuant to the terms of existing contracts.

Code C - Funding Action. Enter this code for modifications to letter contracts and other contract modifications which do not change the scope of work of the existing contract but obligate or deobligate funds. This includes, by way of illustration, incremental funding (other than incremental yearly buys under multiyear contracts), increasing the estimated cost on cost-reimbursement contracts, and repricing actions covering incentive price revision, and economic price adjustment. Do not use this code for a modification which is the initial citation and obligation of funds for a contract/ modification awarded in one fiscal year but not effective until a subsequent fiscal year.

Code D - Change Order. Enter this code when reporting change orders issued pursuant to the "Changes," "Differing Site Conditions," or similar provisions of existing contracts.

Code E - Termination for Default. Enter this code for termination for default.

Code F - Termination for Convenience. Enter this code for termination for convenience.

Code G - Cancellation. Enter this code for a cancellation action. Do not use this code to report the cancellation of a DD Form 350 (see Item A1).

(c) Part C of DD Form 350. The following rules apply to each of the items listed in Part C of DD Form 350:

(1) If Item B9 is coded Y or Item B13 is coded 8, leave all items in this Part C blank.

(2) If Item B13 is coded 1 through 4, 6 or A, coding of all items in this Part C shall be accomplished in accordance with the coding instructions for that item.

(3) If Item B13 is coded 5, enter the same code in each item in Part C that was reported for the original contract governing this transaction.

(4) If Item B13 is coded 7, complete Items C1, C2, C3, C5, C7, C8, C9, C10, C13A, C13B & C13D based on the information obtained from the agency which awarded the initial contract. Leave Items C4, C6, C11 and C13C blank. Complete Item C12 based on information in the contract document.

(5) If Item B13 is coded B through G, the correct coding is controlled by the date of the solicitation.

(i) For solicitations issued prior to 1 April 1985 (pre-CICA), leave items C6 through C9 blank and enter the same code in each other item in Part C that was reported for the original contract governing this transaction.

(ii) For solicitations issued on or after 1 April 1985 (post-CICA), enter the same code in each item in Part C that was reported for the original contract governing this transaction.

(6) If the code representing the original action is no longer available, the definition of the original code has changed, or a data element has been added to the system after the original contract report, enter the most accurate code now available.

Item C1, Synopsis.

Code Y - Enter if a synopsis of the proposed action was prepared and transmitted to the Commerce Business Daily in accordance with FAR 5.2.

Code N - Enter if Code Y does not apply and complete Item C2.

Item C2, Reason Not Synopsized. Leave blank if Item C1 was coded Y, if not, enter the appropriate code.

Code A - The action was not synopsized due to urgency.
Code B - The action was not synopsized due to some other reason.
Item C3, Extent Competed.

(i) Section 8(a) awards competed pursuant to FAR Subpart 6.2 shall be reported in Code A, Competed.

(ii) Exclude the following from Code A:

(A) Purchases of brand name commercial products for authorized resale;

(B) Awards for utilities or utility systems when circumstances dictate that only one supplier can furnish the service (FAR 6.302-1(b)(3));

(C) Any acquisition authorized or required by statute to be awarded to a specific source or through another agency pursuant to FAR 6.302-5(b).

(iii) Enter the appropriate code shown below.

Code A - Competed Action. Enter Code A if Item B13 is coded 6 or when any of the following conditions apply:

(i) Competitive procedures were used to fulfill the requirement for full and open competition (FAR 6.1);

(ii) Full and open competition procedures after exclusion of sources were used in order to establish/maintain alternative sources, to set aside a procurement for small business or labor surplus area concerns, or to compete Section 8(a) awards (FAR 6.2);

(iii) Statutory authorities for other than full and open competition were used (FAR 6.3) and more than one offer was received;

(iv) Contract action resulted from a contract awarded prior to CICA that used two-step sealed bidding, other sealed bidding, or was negotiated competitively.

Code B - Not Available for Competition. Enter Code B when any of the following conditions apply to the award:

(i) Awards for utilities or utility systems when circumstances dictate that only one supplier can furnish the service (FAR 6.302-1(b)(3));

(ii) Brand name commercial products for authorized resale;

(iii) Procurements authorized or required by statute to be awarded to a specific source pursuant to FAR 6.302-5(b)(2) or (4). Included are the qualified nonprofit agencies for the blind or other severely handicapped, or 8(a) programs (see FAR 19.8);

(iv) International Agreements;

(v) Other contract actions where the Deputy Assistant Secretary of Defense, Procurement (DASD(P)) has determined that there is no opportunity for competition.

(Note: FMS awards and actions with another Federal Agency or Government Corporation are not entered in Item C3. These actions are treated as not available for competition in published competition reports although these actions are not reported in Item C3.)

Code C - Follow-on to Competed Action. Enter Code C when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions (see Item C4, Code C).

Code D - Not Competed. Enter Code D when Codes A, B, or C do not apply.

Item C4, Competitive Characteristics. If Item C3 is coded B, do not complete this item. If Item B13 is coded 6, enter Code A. If Item B13 is coded 7, leave Item C4 blank. Otherwise, enter the code below which corresponds to the action:

Code A - Price Competition.

(i) A contract shall be reported as "price competition" if offers were solicited and received from at least two responsible offerors capable of satisfying the Government's requirements wholly or partially, and the award or awards were made to the offeror or offerors submitting the lowest evaluated prices, including catalog or market prices (also see 215.804-3(b)(1)). Actions shall not be reported as "price competition" solely on the basis of the number of solicitations made. Contracting officers shall consider the content of the response of the solicitation, the contract history of the items purchased, and other relevant information, and shall exercise sound judgment in reporting actions as "price competition."

(ii) Even though catalog or market prices were offered, if the criteria for "price competition" as specified here have been met, then enter Code A.

(iii) A contract may also be reported as "price competition" even though only one offer is received, when offers are solicited from at least two responsible offerors who normally contend for contracts for the same or similar items.

(iv) Where only one responsive offer was received and the solicitation was restricted to a prime contractor and his subcontractor for that item, enter Code E or F as appropriate.

(v) Multiple awards, including those for the mobilization base and for dual sourcing, and in such areas as subsistence, clothing, and equipage, and other commodities where several awards normally result from one solicitation may be reported as "price competition", even though the total quantity of the solicitation is not awarded, if in the judgment of the contracting officer there are sufficient facts to support a valid finding of "price competition".

Code B - Design or Technical Competition. Design or technical competition is present when two or more qualified sources of supply are invited to submit design or technical proposals, with the

subsequent contract award based primarily on this factor, rather than on a price basis. Many research and development contracts and many initial contracts for new military weapons fall into the category of design or technical competition.

Code C - Follow-on After Price Competition and
Code D - Follow-on After Design/Technical Competition.

(i) A follow-on contract means a new acquisition (whether placed by a separate new contract or by a supplemental agreement) placed with a particular contractor which continues or augments a specific military program in instances where such placement was necessitated by prior acquisition decisions. An example of a follow-on contract is one which by force of circumstances was awarded to a contractor who was just completing a research and development contract in the same program. Other examples of follow-on contracts include those for support equipment, maintenance support, technical representatives or spare parts which have been awarded without competition to the contractor furnishing the original equipment. Follow-on contracts in which the selection of the contractor at the inception of the program was on a competitive basis (i.e., price or design or technical) shall be reported as Code C or D, as appropriate.

(ii) For follow-on contracts in which the selection of the contractor at the inception of the program was on a noncompetitive basis, enter Code E or F as appropriate.

Code E - Noncompetitive - Catalog or Market Price. A contracting action shall be reported Code E if there was no competition in the award and the reasonableness of price was based on established catalog or market prices of commercial items sold in substantial quantities to the general public as defined in FAR 15.804-3(c). If the award involves catalog or market prices and the criteria for "price competition" as specified in Code A above have been met, enter Code A versus Code E.

Code F - Noncompetitive - Other. Enter Code F if there was no competition in the award, the work involved was not a follow-on acquisition reportable above, and the reasonableness of price was not based on established catalog or market price reportable above. Also enter this code to report actions where only one responsive offer was received and the solicitation was restricted to a prime contractor and his subcontractor for that item, unless a catalog or market price applies.

Item C5, Type of Contract.

(i) Enter the code below which corresponds to the type of contract provided for in the provisions of the action reported.

(ii) Multiple contract types. Where the action involves more than one type of contract, the predominant type based on dollars shall be entered. However, if any nonpredominant portion of a multi-type

contract exceeds $500,000, a separate DD Form 350 shall be used to report each such portion of the action. The total of the DD Form 350 reports shall equal the total contract action.

(iii) Letter contracts. When reporting original letter contracts and amendments thereto, enter the code for the type of contract that will be used when the letter contract is converted to a definitive contract.

Code A - Fixed Price Redetermination.
Code J - Firm Fixed Price.
Code K - Fixed Price Economic Price Adjustment.
Code L - Fixed Price Incentive.
Code R - Cost Plus Award Fee.
Code S - Cost Contract.
Code T - Cost Sharing.
Code U - Cost Plus Fixed Fee.
Code V - Cost Plus Incentive Fee.
Code Y - Time and Materials.
Code Z - Labor Hour.

Item C6, Number of Offerors Solicited. If Item B13 is coded 6, enter Code 2. If Item B13 is coded 7, leave Item C6 blank. Otherwise, enter the code below which describes the number of offerors solicited.

Code 1 - Enter if only one offeror was solicited.
Code 2 - Enter if more than one offeror was solicited.

Item C7, Number of Offers Received. Enter the code below which describes the number of offers received. If Item B13 is coded 6, enter Code 2.

Code 1 - Enter where only one offer was received.
Code 2 - Enter when more than one offer was received.

Item C8, Solicitation Procedures.

(i) This item pertains to the requirements of FAR Part 6, Subparts 6.1, 6.2, and 6.3, (with the exception of the statutory authorities for other than full and open competition (Subpart 6.3) which are reported in Item C9 below). Codes A through K designate the full and open competition requirements set forth in FAR Part 6. Code M designates actions which do not require the application of the Competition in Contracting Act (see FAR 6.001(b)). Code N designates exceptions to full and open competition (see FAR 6.3).

(ii) Modifications within the scope of a contract and delivery orders under requirements or definite quantity contracts shall be reported the same as the initial contract. Delivery orders under indefinite quantity contracts shall be reported the same as the initial contract when the conditions in FAR 6.001(e) are met. If these conditions are not met, the delivery order shall be reported pursuant to the conditions applicable to that order.

(iii) If Item B13 is coded 6, enter Code B for single award schedules or Code F for multiple award schedules.

(iv) Enter Code K for all set-asides, including a Small Disadvantaged Business Set-Aside (see 206.203-70), Small Business Innovation Research (SBIR) actions (see FAR 6.203), a total set-aside for Historically Black Colleges and Universities (HBCUs) or Minority Institutions (MIs) (see 206.270), or a portion of a Broad Agency Announcement (BAA) which was set-aside for HBCUs or MIs.

(v) Report competitive 8(a) awards using Code K. Report 8(a) awards which were not competed by using Code N.

(vi) Enter the code below which accurately describes the action.

Code A - Full and Open Competition--Sealed Bidding. Enter if the action resulted from an award pursuant to FAR 6.102(a).

Code B - Full and Open Competition--Competitive Proposals. Enter if the action resulted from an award pursuant to FAR 6.102(b).

Code C - Full and Open Competition--Combination. Enter if the action resulted from an award using a combination of competitive procedures (e.g., Two-Step Sealed Bidding) pursuant to FAR 6.102(c).

Code D - Architect-Engineer. Enter if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).

Code E - Basic Research. Enter if the action resulted from competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).

Code F - Multiple Award Schedule. Enter if the action is an award of a multiple award schedule pursuant to FAR 6.102(d)(3) or an order against such a schedule.

Code G - Alternate Source--Reduced Cost. Enter if the action resulted from use of procedures to reduce overall costs pursuant to FAR 6.202(a)(1).

Code H - Alternate Source--Mobilization. Enter if the action resulted from use of procedures for having a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2).

Code J - Alternate Source--Engineering/R&D Capability. Enter if the action resulted from use of procedures for establishing or maintaining an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3).

Code K - Set-Aside/Reservation.

(i) Enter if the action resulted from use of procedures for set-asides pursuant to 206.203-70, 206.270 or FAR 6.203.

(ii) Report as Code K those section 8(a) awards competed pursuant to FAR Subpart 6.2.

(iii) Report as Code K those actions with a blind or other severely handicapped organization which was made pursuant to the set-aside provisions in FAR Subpart 6.2.

Code M - Otherwise Authorized by Statute. Enter if the agency uses contracting procedures that are expressly authorized by statute and not addressed in FAR Part 6 (See FAR 6.001(b)). Code M should not be used for statutes addressed in FAR 6.302-5; these statutes require Code N in Item C8 and Code 5A in Item C9.

Code N - Other Than Full and Open Competition. Enter if the action resulted from use of other than full and open competition pursuant to FAR 6.3. Specifically included are those awards authorized or required by statute where, pursuant to FAR 6.302-5(b)(2) or (4), acquisition was made from a specified source, i.e., qualified nonprofit agencies for the blind or other severely handicapped (NIB/NISH or other workshops); or the Small Business Administration (SBA) pursuant to Section 8(a) of the Small Business Act.

Item C9, Authority for Other Than Full and Open Competition. Enter the appropriate code below when Item C8 is coded N. Explanations of the authorities are set forth in FAR 6.302.

Code 1A - Unique Source. Enter if the action was justified pursuant to FAR 6.302-1(b)(1).

Code 1B - Follow-on Contract. Enter if action was justified pursuant to FAR 6.302-1(a)(2)(ii).

Code 1C - Unsolicited Research Proposal. Enter if action was justified pursuant to FAR 6.302-1(a)(2)(i).

Code 1D - Patent/Data Rights. Enter if action was justified pursuant to FAR 6.302-1(b)(2).

Code 1E - Utilities. Enter if action was justified pursuant to FAR 6.302-1(b)(3).

Code 1F - Standardization. Enter if action was justified pursuant to FAR 6.302-1(b)(4).

Code 1G - Only One Source--Other. Enter if the action was justified pursuant to FAR 6.302-1 in a situation other than the examples cited in Codes 1A through 1F above.

Code 2A - Urgency. Enter if action was justified pursuant to FAR 6.302-2.

Code 3A - Mobilization. Enter if action was justified pursuant to FAR 6.302-3(a)(2)(i).

Code 3B - Essential R&D Capability. Enter if action was justified pursuant to FAR 6.302-3(a)(2)(ii).

Code 4A - International Agreement/Foreign Military Sales. Enter if action was justified pursuant to FAR 6.302-4.

Code 5A - Authorized by Statute. Enter if action was justified pursuant to FAR 6.302-5(a)(2)(i).

Code 5B - Authorized Resale. Enter if action was justified pursuant to FAR 6.302-5(a)(2)(ii).

Code 6A - National Security. Enter if action was justified pursuant to FAR 6.302-6.

Code 7A - Public Interest. Enter if action was taken pursuant to FAR 6.302-7.

Item C10, Subject to Labor Standards Statutes. If Item B13 is coded 6, leave Item C10 blank. Otherwise, enter the appropriate code as follows:

Code A - Walsh-Healey Act, Manufacture. Enter this code when subject to the provisions of FAR 22.6 and the offeror represents that it is a manufacturer.

Code B - Walsh-Healey Act, Regular Dealer. Enter this code when subject to the provisions of FAR 22.6, and the offeror represents that it is a regular dealer.

Code C - Service Contract Act. Enter this code when subject to the provisions of the Service Contract Act (see FAR Part 37).

Code D - Davis-Bacon Act. Enter this code when subject to the Davis-Bacon Act.

Code Z - Not Subject to Above. Enter this code when this action is not subject to any of the statutory requirements above.

Item C11, Certified Cost or Pricing Data. If Item B13 is coded 6 or 7, leave Item C11 blank. Otherwise, enter the appropriate code below:

Code Y - Certified cost or pricing data were obtained (see FAR 15.804-2).

Code N - Certified cost or pricing data were not obtained. Data were not required (see FAR 15.804-2), or an exemption was granted (see FAR 15.804-3(a)-(g)).

Code W - Certified cost or pricing data were not obtained. The requirement was waived (see FAR 15.804-3(i) and DFARS 215.804-3(a)(S-70) and (i)).

Item C12, Contract Financing (Progress Payments or Advance Payments). Enter the appropriate code as follows:

Code A - Enter if the action contains the clauses at 252.232-7007, FAR 52.232-16, or Alternate I.

Code B - Enter if the action contains the clause at 252.232-7004.

Code C - Enter if the action provides Percentage of Completion Progress Payment financing (see 232.102(e)(2)) and is for either:

(i) construction; or

(ii) shipbuilding and ship conversion, alteration or repair.

Code D - Enter if the action provides Unusual Progress Payments or Advance Payments (see FAR 32.4 and FAR 32.501-2).

Code Z - Enter if none of the above apply.

Item C13, Foreign Trade Data. The term "United States" (U.S.), as used in this item, includes the United States and Outlying Areas as defined in this subpart, but excludes the Trust Territory of Palau.

Item C13A, Number of Offerors. Enter the number of offerors of foreign end products as defined in FAR 25, or services performed by foreign concerns. If zero, enter 0; if greater than 9, enter 9.

Item C13B, Buy American Act Percent Difference.

(i) Enter 2 zeros (00) if the evaluation factor under the Buy American Act is not used.

(ii) If the evaluation factor under the Buy American Act is used and results in an award to a firm offering a domestic product, enter the percent difference between the award price and low firm offering a foreign end product, computed before application of the Buy American Act differential; i.e., the difference divided by the price of the low firm offering a foreign end product. Enter the percentage as a two-position whole number (i.e., for 5%, enter 05; for 11%, enter 11).

Item C13C, Place of Manufacture/Service. This block is used to gather data on foreign end products and on services provided by foreign concerns.

(i) If Item B13 is coded 6 or 7, leave Item C13C blank.

(ii) If the product is determined to be a domestic end product (see 225.101), leave this item blank.

(iii) If the product is determined to be a foreign end product or is a service provided by a foreign concern, enter one of the codes listed below:

Code A - U.S. Enter this code for:

(i) End products manufactured in the U.S. but still determined to be foreign (50 percent or more of the cost of its components represents components which were not mined, produced or manufactured inside the U.S. or inside qualifying countries); or,

(ii) Services performed in the U.S. by a foreign concern.

Code B - Foreign. Enter this code for end products or services procured from either qualifying countries or non-qualifying countries as follows:

(i) Foreign end products manufactured, mined or grown outside the U.S.; or,

(ii) Services performed by a foreign concern outside the U.S.

Item C13D, Country of Origin. If the product is a foreign end product, or the service is performed by a foreign concern, enter the FIPS PUB 10-3 code of the Country of Origin. If more than one foreign country is involved enter the code of the predominant foreign country based on dollar value.

(d) Part D of DD Form 350. The following rules apply to each of the items listed in Part D of DD Form 350:

(1) If Item B9, Foreign Military Sale, is coded Y or if Item B13 is coded 6 or 8, leave all items in this part blank.

(2) If Item B13 is coded 1 through 4, or A, coding of all items in this Part D shall be accomplished in accordance with the coding

instructions for that item, and the status of the concern, such as its size or ownership, shall be determined in accordance with 219.301-70 and FAR 19.301.

(3) If Item B13 is coded 5, or B through G, enter the same code in each item in Part D that was reported on the DD Form 350 to the original contract governing this transaction.

(i) If a DD Form 350 report was not submitted because none was required for the original action, enter the code which is applicable to the original contract action governing this transaction.

(ii) If the code representing the original action is no longer available, the definition of the original code has changed, or a data element has been added to the system after the original contract report, enter the most accurate code now available.

(4) If Item B13 is coded 7, complete Items D1, D4A, D4B, D4D, D6 and D8 based on information from the agency which awarded the original contract. Complete Items D2, D3, D4C, D5, D9, D10, and D11 in accordance with the instructions for that item. Leave all other items in Part D blank.

Item D1, Type of Business.

Code A - Small Disadvantaged Business (SDB). Enter Code A if the award was made to an SDB concern as defined in 219.001 and the place of performance is within the United States and Outlying Areas.

Code B - Other Small Business. Enter Code B if the award was made to a small business concern as defined in FAR 19.001, other than a small disadvantaged business concern, and the place of performance is within the United States and Outlying Areas.

Code C - Large Business. Enter Code C if the award was made to a domestic large business concern, and the place of performance is within the United States and Outlying Areas.

Code D - Workshop for the Blind or Severely Handicapped. Enter Code D if the award was made to a workshop for the blind or other severely handicapped (FAR 8.701), and the place of performance is within the United States and Outlying Areas.

Code F - Hospital. Enter Code F if the award is made to a hospital, and the place of performance is within the United States and Outlying Areas.

Code L - Foreign Concern/Entity. Enter Code L if the award is made to a foreign concern, the Canadian Commercial Corporation, or a non-U.S. chartered nonprofit institution.

Code M - Domestic Firm Performing Work Outside the United States. Enter Code M if the award is made to a domestic concern or a domestic nonprofit institution and the place of performance is outside the United States and Outlying Areas.

Code N - Historically Black Colleges and Universities or Minority Institutions (HBCUs/MIs). Enter Code N for an award to an HBCU/MI as defined at 226.7002 and the place of performance is within the United States and Outlying Areas.

Code P - Other Educational. Enter Code P if award was made to an educational institution not qualifying as an HBCU/MI, and the place of performance is within the United States and Outlying Areas.

Code Z - Other Nonprofit. Enter Code Z if the award was made to a nonprofit or not-for-profit institution, that did not meet any of the above criteria and the place of performance is in the United States and Outlying Areas.

Item D2, Reason Not Awarded to SDB. If Item B13 is coded 7, enter Code Z in Item D2. If Item D1 above is coded B, or C, enter the appropriate code below. Otherwise, leave this item blank.

Code A - No Known SDB Source. Enter if applicable.

Code B - SDB Not Solicited. Enter this code if there was a known SDB source but it was not solicited.

Code C - SDB Solicited - No Offer. Enter if an SDB was solicited but no offer was received from such concern or the concern did not offer sufficient quantity to cover the total requirement but received a separate award for the portion bid under this solicitation.

Code D - SDB Solicited - Offer Not Low. Also use this code if the SDB was not willing to accept award of a partial Small Business set-aside portion of an action at the price offered.

Code Z - Other Reason. Report this code when an SDB did not receive the award for any other reason.

Item D3, Reason Not Awarded to Small Business Concern. A Small Disadvantaged Business is included in the term "Small Business Concern". If Item B13 is coded 7, enter Code Z in Item D3. If Item D1 above was coded C, enter an appropriate code from the available codes below. Otherwise, leave blank.

Code A - No Known Small Business Source. Enter if applicable.

Code B - Small Business Not Solicited. Enter this code if there was a known small business source but it was not solicited.

Code C - Small Business Solicited - No Offer. Enter if a small business concern was solicited, but no offer was received from such concern, or the concern did not offer sufficient quantity to cover the total requirement but received a separate award for the portion bid on under this solicitation.

Code D - Small Business Solicited - Offer Not Low. Enter this code if a small business concern was solicited but the low or most advantageous offer was not from small business. Also enter Code D if a small business concern was not willing to accept award of a set-aside portion of an action at the price offered by the Government.

Code Z - Enter if not awarded to small business for any other reason.

Item D4, Preference Program.

Item D4A - Type of Small Business Set-Aside. For Historically Black Colleges and Universities and Minority Institution set-asides, enter Code A and report in Item D4C below. Enter the appropriate code shown below:

Code A - None. Enter this code if no set-aside preference for small business concerns was given. Enter this code for Historically Black Colleges and Universities and Minority Institution set-asides and report in Item D4C below.

Code B - Total Small Business Set-Aside. Enter this code if total small business set-aside preference was given pursuant to FAR 19.502-2 or the action resulted from the Small Business Innovation Research Program.

Code C - Partial Small Business Set-Aside. Enter this code if partial small business set-aside preference was given pursuant to 219.502-3(S-70) or FAR 19-502-3.

Code D - Combined Small Business/Labor Surplus Area Set-Aside. Enter this code if combined labor surplus and set-aside preference was given pursuant to 219.502-70. The place of performance shown in Item B6 above must be located within a Labor Surplus Area.

Code E - Total Small Disadvantaged Business Set-Aside. Enter this code if this action was totally set-aside for small disadvantaged businesses pursuant to 219.502-72 and complete Item D4B below.

Code Y - Enter this code if the action resulted from an emerging small business set-aside (219.1070-2).

Item D4B - Type of Small Disadvantaged Business Set-Aside/SDB Preference. Enter the appropriate code shown below:

Code A - None. Enter this code if no preference was given or award was not to an SDB.

Code B - Section 8(a) Awards. Enter this code if the contract was awarded to the Small Business Administration (SBA) under Section 8(a) of the Small Business Act pursuant to FAR 19.8.

Code C - Total SDB Set-Aside. Enter this code if the contract was awarded to an SDB firm as a result of SDB set-aside pursuant to 219.502-72.

Code D - SDB Evaluation Preference - Unrestricted. Enter this code if the solicitation was unrestricted but the SDB received an award as a result of an evaluation preference pursuant to 219.7000.

Code E - SDB Preferential Consideration - Partial Small Business Set-Aside. Enter this code if the action was partially set-aside for small business and preferential consideration resulted in an award to the SDB pursuant to 219.502-3(S-70).

Item D4C - Type of HBCU or MI Set-Aside Preference. If Item B13 is coded 7, use Code A. Otherwise, enter the appropriate code shown below:

Code A - None. Enter this code if the action was not set-aside for HBCUs or MIs.

Code B - Enter this code if the action was totally set-aside for HBCUs and MIs pursuant to 226.7004.

Code C - Enter this code if the action was partially set-aside for HBCUs or MIs pursuant to 226.7004.

Item D4D - Other Preference Program. Enter the appropriate code below which identifies whether or not additional preference was given in this action. Combined Small Business/Labor Surplus Area Set-Asides are reported in Item D4A above. The Department of Labor publication "Listing of Eligible Labor Surplus Areas Under Defense Manpower Policy No. 4B and Executive Orders 10582 and 12073" defines all areas classified as labor surplus areas. If Code B or C is entered, the entry in Item B6 must be a location which on the date of the initial action was located within a labor surplus area.

Code A - Directed to Workshops. Report this code for an award to a workshop for the blind or a workshop for the other severely handicapped pursuant to FAR 8.7 for an item(s) on the Procurement List.

Code B - Partial Labor Surplus Area Set-Aside. Enter if the action was awarded to a concern in a labor surplus area wherein preference was given under partial labor surplus area set-aside procedures (220.7003).

Code C - Tie Bid Labor Surplus Area Preference. Enter this code if the contract action was awarded to a concern in a labor surplus area and tie bid preference (FAR 14.407-6) was given.

Code Z - None of the Above. Enter this code if no other code in this item applies.

Item D4E, Premium Percent. Complete only if Item D4B is coded C through E or Item D4C is coded B or C. Otherwise, leave blank.

(i) If Item D4B is coded C through E, or Item D4C is coded B or C, enter the applicable premium percentage.

(ii) If Item B13 is coded 1 through 4 or A and a premium percentage was paid for the contract action, enter the premium percentage as a three-digit number calculated in accordance with 219.202-5(b) and rounded to the nearest tenth, (e.g., 7.55% shall be entered as 076).

(iii) If Item B13 is coded 5 or B through G, enter the same percentage as the initial contract action (see 219.202-5(b)).

(iv) If the contract did not result in the payment of a premium, enter three zeros (000).

Item D5 - Ethnic Group. If Item B13 is coded 7, leave this item blank. If the award was made to a small disadvantaged business concern, enter the code below which corresponds to the ethnic group the contractor represented (see representation provision 252.219-7005). Otherwise, leave blank.

Code A - Subcontinent Asian (Asian-Indian) American.
Code B - Asian-Pacific American.
Code C - Black American.
Code D - Hispanic American.
Code E - Native American.
Code F - Other SDB (certified/determined by SBA).
Code Z - No representation.

Item D6, Women-Owned Small Business.

Code N - Enter if the contractor's response to FAR 52.219-3 indicates the firm is not a women-owned small business.

Code Y - Enter if the response to FAR 52.219-3 indicates in the affirmative that the contractor is a women-owned small business.

Code U - Enter if the information is not available because the contractor did not complete the representation under FAR 52.219-3.

Item D7 - Small Business Innovation Research (SBIR) Program (Public Law 97-219). If Item B13 is coded 7, leave this item blank. Otherwise, enter the appropriate code as follows:

Code A - The action is not in support of a Phase I or II SBIR Program.

Code B - The action is related to a Phase I contract in support of the SBIR Program.

Code C - The action is related to a Phase II contract in support of the SBIR Program.

Item D8, Subcontracting Plan for Small Business, Small Disadvantaged Businesses or Historically Black Colleges and Universities or Minority Institutions. Enter the appropriate code as follows:

Code A - Plan Not Included - No Subcontracting Possibilities. Enter if a subcontracting plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-2(c)).

Code B - Plan Not Required. Enter if the subcontracting plan was not required (FAR 19.702(b)).

Code C - Plan Required - No Incentive Provisions. Enter if the subcontracting plan was required but the incentive provisions referenced in FAR 19.708(c) were not included.

Code D - Plan Required - Includes Incentive Provisions. Enter if the subcontracting plan was required and incentive provisions referenced in 219.708(c)(1) or FAR 19.708(c) were included for subcontracting with small business, small disadvantaged business, historically black colleges and universities, or minority institutions.

Item D9, Small Business Competitiveness Demonstration Program Test. The Small Business Competitiveness Demonstration Program is set forth in FAR 19.10. Supplies and services subject to the program are set forth in FAR 19.1005 and 219.1005(b). (For Army, see also AFARS Part 19.10.)

(i) If Item B13 is coded 1 through 4, or A, code this item in accordance with the instructions below.

(ii) If Item B13 is coded 5 or B through G, code this item with the same code used to report the original contract governing this action. If the original contract governing this action was awarded before the program began, enter Code N.

(iii) If Item B13 is coded 7, use Code N.

(iv) Enter the appropriate code below.

Code Y - Enter this code for any action to a U.S. business concern awarded for either the four Designated Industry Groups or the ten Targeted Industry Categories under the Small Business Competitiveness Demonstration Program.

Code N - Otherwise, enter this code.

Item D10, Small Business Size. Complete only when Item D9 is coded Y and the contract action is awarded to a small business. Enter the code of the size range that includes the size of the business as represented by the contractor.

Number of Employees	
Code A	50 OR FEWER
B	51 - 100
C	101 - 250
D	251 - 500
E	501 - 750
F	751 - 1000
G	Over 1000

Annual Gross Revenues	
Code M	$1 Million or less
N	Over $1M - Thru $2M
P	Over $2M - $3.5M
R	Over $3.5M - $5M
S	Over $5M - $10M
T	Over $10M - $17M
U	Over $17 Million

Item D11, Emerging Small Business. Complete this item only if Item D9 is coded Y and the contracting action is for one of the four designated industry groups. Otherwise leave blank.

Code Y - Enter this code if the contractor represents it is an emerging small business concern.

Code N - Otherwise, enter this code.

(e) Part E of DD Form 350.

Item E1, Contracted Advisory & Assistance Services. Enter the appropriate code below:

Code Y - Enter if the action includes any Contracted Advisory and Assistance Services (CAAS) as defined in FAR 37.2.

Code N - Enter if Code Y does not apply.

Item E2, Set-Aside Value. If this contracting action is to a public or private organization for the blind or other severely handicapped as a result of a total or partial small business set-aside

(FAR 19.5) or a labor surplus area set-aside (FAR 20.2), enter the contract amount, i.e., contract face value, of the set-aside portion of this award in whole dollars. Otherwise, leave blank.

Item E3, Next Low Offer. If Item E2 is required to be completed, also enter, in whole dollars, the cumulative value of the next low offer(s) of small business firms on those items which had been displaced by the organization for the blind or other severely handicapped. Otherwise, leave blank.

Items E4 through E8: Reserved.

(f) Part F of DD Form 350.

Item F1, Name of Contracting Officer or Representative. Enter the name (Last, First, MI) of the contracting officer or representative.

Item F2, Signature. Contracting officer or representative.

Item F3, Telephone Number. Installations serviced by the Automatic Voice Network shall enter the AUTOVON number plus extension.

Item F4, Date. Enter date (YYMMDD) that the DD Form 350 Report is submitted.

204.671-6 Instructions for Preparing Magnetic Tape of DD Form 350 Actions, DD-P&L(M)1014. A magnetic tape as prescribed by the Office of the Deputy Assistant Secretary of Defense for Procurement will be submitted to DIOR-WHS by the DoD reporting elements specified at 204.671-4(d) to cover individual DD Form 350 transactions for each month (noncumulative). The instructions for preparing the tape are developed by DIOR-WHS with the agreement of the Departments.

204.672 Monthly Contracting Summary of Actions $25,000 or Less (DD Form 1057).

204.672-1 Scope. This section prescribes the reporting on DD Form 1057 of contracting actions of $25,000 or less. This form in conjunction with DD Form 350 is used to prepare recurring and special reports as indicated in 204.671-2. This reporting requirement has been assigned Report Control Symbol: DD-P&L(M) 1015.

204.672-2 Applicability and Coverage.

(a) A DD Form 1057 shall be prepared by each contracting office of the Department of Defense to which a reporting office code has been assigned in the DoD Procurement Coding Manual, Volume III. The DD Form 1057 shall cover all contracting actions of $25,000 or less, including any actions for which an Individual Contract Action Report (DD Form 350) may have been prepared pursuant to 204.675. Separate codes may be assigned to an installation, base, or activity by Volume III of the DoD Procurement Coding Manual in order to distinguish between various types of acquisition, such as base and central

contracting, or RDT&E and non-RDT&E acquisition. Subject to the approval of the organizations listed in 204.672-3, a machine printout or other machine product containing the information on the DD Form 1057 may be submitted in lieu of the form.

(b) DD Forms 1057 shall include all debit or credit contracting actions of $25,000 or less involving:

(1) Appropriated funds;

(2) Contract authorizations;

(3) Stock or other revolving funds which are replenished or reimbursed from appropriated funds;

(4) Appropriated funds transferred to the Departments, such as Military Assistance Program funds; and,

(5) Appropriated funds obligated pursuant to the provisions of Public Law 85-804.

(c) The report shall exclude actions of $25,000 or less which:

(1) Involve nonappropriated funds;

(2) Involve orders placed against indefinite delivery contracts entered into by the Military Sealift Command or orders for petroleum or petroleum products entered into by the Defense Fuel Supply Center or the Defense General Supply Center. These offices shall report the estimated total cost of indefinite delivery contracts;

(3) Are requisitions transferring supplies within and among the Departments and Agencies of the Department of Defense;

(4) Are orders on GSA stores depots;

(5) Involve Government bills of lading or transportation requests; or,

(6) Are for purchase of land, or rental/lease of real property where the contracting actions were executed by GSA.

(d) Actions and dollars shall be reported as indicated below:

(1) Adjustments. Revised DD Form 1057 reports shall not be submitted; but the amounts of corrections or adjustments, if required, shall be included in the report of the following month. If the correction or adjustment results in a net reduction of either action or dollar amounts, enter the symbol "-" preceding the amount to signify a credit entry.

(2) Number of Actions. Enter the number of actions being reported as follows:

(i) Only transactions that obligate or deobligate funds shall be counted. Except as provided in (B) below, each call or order under a blanket purchase agreement, basic ordering agreement, or indefinite delivery contract shall be counted as an action. If it is not possible to determine the price of an order or call when it is placed, it may be counted when the voucher is paid, but care shall be exercised to avoid double counting of such actions.

(ii) For the following transactions, each voucher paid during the report period shall be counted as one action, and no other count shall

be reported. (If the voucher is in excess of $25,000, the action shall be reported on DD Form 350 rather than DD Form 1057):

(A) Meals and lodging;

(B) Automatic deliveries, such as, bread, milk, and ice cream;

(C) Headquarters, Naval Facilities Engineering Command, will submit consolidated reports on electricity and gas contracts for all Naval Shore Establishments.

(3) Dollar Value. All dollar amounts shall be entered in whole dollars. Do not enter cents. If the net amount is a decrease, enter the symbol "-" immediately preceding the amount to signify a credit entry. Do not enter parentheses.

204.672-3 Due Date and Distribution.

(a) In addition to instructions given in (b) through (f) below for contracting offices of specified Departments and Agencies, the following instructions are applicable to all contracting offices:

(1) Reports shall be submitted in time to reach the recipient within three working days after the close of each month. To meet this due date, contracting offices are authorized to cut off no earlier than the 25th calendar day of the month reported. For the month of September only, the due date may be extended by 10 additional calendar days, but the cut-off date must be no later than 30 September.

(2) Letter of transmittal is not required.

(b) Distribution of the DD Form 1057 shall be as follows:

(1) Army contracting offices, including Corps of Engineers Civil Works to:

U.S. Army Contracting Support Agency
Attn: Contract Support Office (SFRD-KS)
Room 1C642, the Pentagon
Washington, DC 20310-0103.

(2) Navy contracting offices as directed by NAVSUP-024.

(3) Air Force contracting offices as directed by SAF/AQCX.

(4) Defense Logistics Agency contracting offices as directed by HQ DLA.

(5) All other contracting offices of the Department of Defense shall forward the signed originals to the office indicated in (b)(1) above.

(c) Contracting actions of $25,000 or less which are reportable in accordance with 204.672-2 and are accomplished by contract administration offices shall be handled as follows:

(1) When the contractual instrument is being distributed, a copy shall be clearly annotated "DD Form 1057 Reporting Copy" and shall be forwarded to the appropriate contracting office listed in Appendix N.

(2) Contracting offices shall include data for such instruments in their reports on DD Form 1057.

204.672-4 Definitions. The terms used on DD Form 1057 will, in all cases, have the same meaning as they do for the purpose of preparing DD Form 350. For the purposes of this subsection, the following terms have the meanings stated below:

"Delivery Orders - GSA Federal Supply Schedules" is restricted to orders and modifications of such orders under Federal Supply Schedules awarded by GSA.

"Delivery Orders - Other Federal Supply Schedules" is restricted to orders and modifications of such orders under Federal Supply Schedules awarded by an Agency other than GSA. Orders under DoD or civilian agency indefinite delivery contracts which are not classified as Federal Supply Schedules are to be reported as "delivery orders - all others."

"Delivery Orders - All Other" includes orders under basic ordering agreements, orders under indefinite delivery contracts, and modifications of such orders.

"Other Contracting Actions" includes actions using other procurement methods not reported above, such as large purchases, tasking orders, job orders and modification of such actions.

"Small Purchase Procedures" as defined in FAR Part 13 includes: Purchase Orders; Orders under Blanket Purchase Agreements; Modifications to small purchase actions.

"Tariff or Regulated Industry" means an industry in which rates are fixed or adjusted by a Federal, State or other public regulatory body.

"United States and Outlying Areas" includes American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Mariana Islands, the Trust Territory of Palau, Puerto Rico, the U.S. Minor Outlying Islands and the Virgin Islands of the U.S.

204.672-5 Instructions for Completion of the DD Form 1057.

(a) Section A, General Information.

Line A1 - Month Ending. Enter the year, month and day indicating the ending date of the month reported. Enter each segment as a 2-digit number using 01 through 12 for January through December. For example, for the month ending 30 April 1989, enter 890430.

Line A2 - Contracting Office and Mailing Address. Enter sufficient detail to establish the identity of the contracting office submitting the report.

Line A3 - Reporting Office Code. Enter the code assigned to the contracting office pursuant to Volume III of the DoD Procurement Coding Manual. This is the same code that is used for Item A3 of DD Form 350.

(b) Section B, Contracting Actions.

(i) The entries for Lines B1 through B7E include new awards and modifications.

(ii) For Lines B3 through B6, enter the total number of actions and total dollar value of actions and also complete each subcategory shown.

(iii) Actions placed with another Federal Agency or Government Corporation, including actions with Federal Prison Industries pursuant to FAR 8.6 shall be reported in Lines B2 and B2B.

(iv) Actions with workshops for the blind or other severely handicapped including orders with workshops from the procurement list shall be reported in Line B6 and Subline B6E.

Line B1 - Tariff or Regulated Acquisitions, Total. Enter on Line B1 the number and dollar value of actions reportable as tariff or regulated industry actions (sole source and service rates are fixed or adjusted by a Federal, State or other public regulatory body).

Line B2 - Contract for Foreign Government or International Organization or with a Federal Agency or Government Corporation. Enter the total number of actions and total dollar value of actions where the foreign government or international organization bears any part of the cost of the action. Report any actions placed directly with a foreign government on this line, e.g., base maintenance performed with the foreign government acting as the contractor. Report any actions placed directly with another Federal Agency or Government Corporation on this line. Also enter the total number of actions and total dollar value of actions corresponding to the following subtotals:

Line B2A - Actions with a Foreign Government or International Organization.

Line B2B - Actions with Another Federal Agency or Government Corporation.

Line B3 - Small Business Firms. Enter the total number of actions and total dollar value of actions which were placed with Small Business concerns and the place of performance was in the "United States and Outlying Areas" as defined in 204.672-4. Also enter the total number of actions and total dollar value of actions corresponding to the following subtotals:

Line B3A - Small Purchase Procedures.

Line B3B - Delivery Orders - GSA Federal Supply Schedules.

Line B3C - Delivery Orders - Other Federal Supply Schedules.

Line B3D - Delivery Orders - All Other.

Line B3E - Other Contracting Actions.

Line B4 - Large Business Firms. Enter the total number of actions and total dollar value of actions which were placed with Large Business concerns and the place of performance was in the "United States and Outlying Areas" as defined in 204.672-4. Also enter the total number of actions and total dollar value of actions corresponding to the following subtotals:

Line B4A - Small Purchase Procedures.
Line B4B - Delivery Orders - GSA Federal Supply Schedules.
Line B4C - Delivery Orders - Other Federal Supply Schedules.
Line B4D - Delivery Orders - All Other.
Line B4E - Other Contracting Actions.

Line B5 - Domestic and Foreign Entities Performing Outside the "United States and Outlying Areas". Enter the total number of actions and total dollar value of actions which were placed with Domestic and Foreign entities and the place of performance was outside the "United States and Outlying Areas" as defined in 204.672-4. Also enter the total number of actions and total dollar value of actions corresponding to the following subtotals:

Line B5A - Small Purchase Procedures.
Line B5B - Delivery Orders - GSA Federal Supply Schedules.
Line B5C - Delivery Orders - Other Federal Supply Schedules.
Line B5D - Delivery Orders - All Other.
Line B5E - Other Contracting Actions.

Line B6 - Educational, Nonprofit and Other Entities. Enter the the total number of actions and total dollar value of actions which were placed with entities not listed in Lines B1 through B5 above. Use this line to report actions with educational institutions, organizations for the blind and other severely handicapped, not-for-profit and nonprofit institutions, and actions where the place of performance was in the "United States and Outlying Areas" as defined in 204.672-4. Also enter the total number of actions and total dollar value of actions corresponding to the following subtotals:

Line B6A - Small Purchase Procedures.
Line B6B - Delivery Orders - GSA Federal Supply Schedules.
Line B6C - Delivery Orders - Other Federal Supply Schedules.
Line B6D - Delivery Orders - All Other.
Line B6E - Other Contracting Actions.

Line B7 - Total Contracting Actions. Enter the total number of actions and total dollar value of actions reported in lines B1 through B6 above. Do not include the sublines from B3 through B6 in this total line. If directed by agency procedures, also enter the total number and total dollar value of actions corresponding to the following subtotals:

Line B7A - Small Purchase Procedures.
Line B7B - Delivery Orders - GSA Federal Supply Schedules.
Line B7C - Delivery Orders - Other Federal Supply Schedules.
Line B7D - Delivery Orders - All Other.
Line B7E - Other Contracting Actions.

Line B8 - Total Modifications Excluding Small Purchase Procedures. Enter the total number of actions and total dollar value of modification actions. This includes modifications to delivery

orders and other contract actions which may be included elsewhere in Part B.

(c) Section C, Extent Competed. (Note: Actions reported in Lines B1 and B2 are not reported in Section C.) Enter the total number of actions and total dollar value of actions in the appropriate category below based on the following criteria:

(1) Line C1 - Competed. Except when the conditions in Line C2 below apply, use when any of the following conditions apply:

(i) Actions not subject to CICA (see FAR 6.001) where at least two quotations or offers were received;

(ii) Small Business-Small Purchase Set-Asides over $1,000;

(iii) Competitive procedures were used to fulfill the requirement for full and open competition (FAR 6.1);

(iv) Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources or to set aside a procurement for small business or labor surplus area concerns (FAR 6.2);

(v) Statutory authorities for other than full and open competition were used (FAR 6.3) and more than one offer was received (Note: Acquisitions pursuant to FAR 6.302-5, Authorized or required by statute, are excluded from Line C1 and addressed in the instructions for Line C2 below);

(vi) Contract action resulted from a contract awarded competitively prior to CICA (including two-step formal advertising);

(vii) Delivery orders/modifications under a Federal Supply Schedule; or

(viii) Section 8(a) awards competed pursuant to FAR Subpart 6.2.

(2) Line C2 - Not Available For Competition. Use when any of the following conditions apply to the award: (Note: Awards to regulated monopolies, FMS awards/International Agreements, and actions with another Federal Agency or Government Corporation are not entered in Line C2. These actions are treated as not available for competition in published competition reports but are not reported in Line C2.)

(i) Brand name commercial products for authorized resale;

(ii) Any acquisition authorized or required by statute to be awarded to a specific source or through another agency pursuant to FAR 6.302-5(b)(2) or (4). This includes qualified nonprofit agencies for the blind or other severely handicapped, and 8(a) programs not reportable on Line C1 above;

(iii) Awards, or modifications thereto, made pursuant to FAR 13.106(a) Purchases not over $1,000; or

(iv) Other contract actions where the Deputy Assistant Secretary of Defense, Procurement (DASD(P)) has determined that there is no opportunity for competition.

(3) Line C3 - Not Competed. Complete when Lines C1 or C2 do not apply.

Line C1 - Competed, Total. Enter the total number of actions and total dollar value of actions which were competed. Also enter the total number of actions and total dollar value of actions corresponding to the following subtotals:

Line C1A - Small Business Concerns.

Line C1B - Large Business Concerns.

Line C1C - Domestic or Foreign Entities Performing outside the "United States and Outlying Areas".

Line C1D - Educational, Nonprofit and Other Entities.

Line C2 - Not Available for Competition, Total. Enter the total number of actions and total dollar value of actions which were not available for competition. Also enter the total number of actions and total dollar value of actions corresponding to the following subtotals:

Line C2A - Small Business Concerns.

Line C2B - Large Business Concerns.

Line C2C - Domestic or Foreign Entities Performing Outside the "United States and Outlying Areas".

Line C2D - Educational, Nonprofit and Other Entities.

Line C3 - Not Competed, Total. Enter the total number of actions and total dollar value of actions which were not competed. Also enter the total number of actions and total dollar value of actions corresponding to the following subtotals:

Line C3A - Small Business Concerns.

Line C3B - Large Business Concerns.

Line C3C - Domestic or Foreign Entities Performing outside the "United States and Outlying Areas".

Line C3D - Educational Institutions, Nonprofit and Other Entities.

(d) Section D, Research, Development, Test and Evaluation Actions. Enter the number and dollar value of actions for research, development, test and evaluation work on the Lines D1 through D5 as appropriate. Do not include purchases of supplies or services that are incidental to the fulfillment of RDT&E work but do not require contractor RDT&E performance.

Line D1 - RDT&E Awarded to Small Business Concerns.

Line D2 - RDT&E Awarded to Large Business Concerns.

Line D3 - RDT&E Awarded to Domestic or Foreign Entities Performing Outside the "United States and Outlying Areas".

Line D4 - RDT&E Awarded to Historically Black Colleges and Universities or Minority Institutions.

Line D5 - RDT&E Awarded to Other Entities. Enter awards to other entities such as educational, nonprofit or not-for-profit institutions which were not reportable above.

(e) Section E, Selected Socioeconomic Statistics. Enter the total number of actions and total dollar value of actions on the appropriate lines below:

Line E1 - Small Business Set-Aside Actions. Enter the total number of actions and total dollar value which were small business set-aside actions. If the action is an emerging small business set-aside, use the most appropriate subline. Also enter the total number and total dollar value of actions corresponding to the following subtotals:

Line E1A - Small Business-Small Purchase Set-Aside. Enter actions pursuant to FAR 13.105.

Line E1B - Small Business Set-Asides. Enter actions pursuant to FAR 19.502, as supplemented.

Line E1C - Combined Small Business/Labor Surplus Area Set-Asides. Enter actions pursuant to 219.502-70.

Line E2 - Small Disadvantaged Business Actions. Enter the total number of actions and total dollar value which were small disadvantaged business actions. Also enter the total number of actions and total dollar value associated with each of the SDB categories shown below:

Line E2A - Section 8(a). Enter actions with the Small Business Administration (SBA) pursuant to Section 8(a) of the Small Business Act (FAR 19.8).

Line E2B - SDB Set-Aside or SDB Preference. Enter actions resulting from Total Small Disadvantaged Business Set-Aside pursuant to 219.502-72 or actions resulting from application of an SDB evaluation preference (see 219.7002); or SDB preferential consideration (see 219.502-3(S-70)).

Line E2C - Small Business-Small Purchase Set-Aside. Enter actions pursuant to FAR 13.105 where award is to an SDB without the application of a preference.

Line E2D - Small Business Set-Aside. Enter actions pursuant to FAR 19.502, without a preference or preferential consideration to an SDB, but where the award is to an SDB.

Line E2E - Other awards made to SDB concerns.

Line E3 - Women-Owned Small Business. Enter total actions and total dollars made to women-owned small businesses.

Line E4 - Historically Black Colleges and Universities or Minority Institutions (HBCUs/MIs). Enter the total actions and total dollars made to an HBCU/MI pursuant to 226.7004.

Line E5 - Sheltered Workshop. Enter total actions and total dollars made to a workshop for the blind or a workshop for the severely handicapped from the procurement list pursuant to FAR 8.7.

Line E6 - Labor Surplus Area Set-Aside. Enter total actions and dollars made pursuant to 220.7003 or FAR 20.2. Do not include awards reported in Line E2C as a combined small business/labor surplus area set-aside.

(f) Section F - Small Purchase Procedures - Dollar Value Ranges. Enter the total number of small purchase procedure actions and total dollar value in the appropriate category shown below.

Line F1 - $0.01 - 1,000.00.

Line F2 - $1,000.01 - 2,500.00.

Line F3 - $2,500.01 - 10,000.00.

Line F4 - $10,000.01 - 25,000.00.

(g) Section G - Remarks and Authentications.

Line G1 - Remarks. Enter any remarks applicable to this report.

Line G2 - Contracting Officer.

Line G2A - Contracting Officer's Name. Enter the typed name (Last, First, Middle Initial) of the contracting officer or duly authorized representative.

Line G2B - Contracting Officer's Signature. Enter the signature of the person identified in line G2A above.

Line G2C - Telephone Number. Enter the telephone number (and area code) of the person identified in line G2A above.

Line G3 - Date Report Submitted. Enter the date submitted as year, month and day in 2-digit numeric segments (YYMMDD). For example, enter 2 January 1999 as 990102.

204.672-6 Instructions for Preparing Magnetic Tape of DD Form 1057 Actions, DD-P&L(M)1015. A magnetic tape as prescribed by the Office of the Deputy Assistant Secretary of Defense for Procurement will be submitted to DIOR-WHS by the Departments to cover DD Form 1057 transactions for each month (noncumulative). The instructions for preparing the magnetic tape are developed by DIOR-WHS with the agreement of the Departments.

204.673 Record of Weighted Guidelines Method Application (DD Form 1547).

204.673-1 Purpose. The DD Form 1547 is the principal source document for maintaining a DoD-wide management information system on profit and fee statistics, as required under DoD Instruction 7730.27, "Reporting of Planned and Negotiated Contract Profit Rates" (see 215.970). The management information system is extensively used within the Office of the Secretary of Defense to serve a wide variety of purposes ranging from evaluating profit and fee policies to responding to information requests received from all Branches of the Government, Congress, and the public.

204.673-2 Responsibilities. The Heads of the Military Departments shall develop the necessary policies, procedures, and internal controls for implementing this reporting system. The contracting officer is responsible for properly preparing the DD Form 1547 and

forwarding a copy of it to the designated office within 30 calendar days after the date of contract award. The contracting officer is also responsible for the correction of any erorrs detected by the system's auditing processes.

204.673-3 Applicability. For the field contracting offices specified below, a copy of the completed DD Form 1547 shall be forwarded to the office designated for all contract actions valued $500,000 or more where the contracting officer employed either the Weighted Guidelines Method (215.970), an alternate structured approach (215.971), or the Modified Weighted Guidelines Method (215.972). Offices located outside the United States, its possessions, and Puerto Rico are exempt from this reporting requirement.

(a) Army: Contracting officers from all field contracting offices shall forward completed DD Forms 1547 directly to the Office of the Assistant Secretary for Research, Development and Acquisition (SARD-KS), Washington, DC 20310-0600 or through intermediate office shown below:

(1) For Army Materiel Command field contracting offices, send through Army Materiel Command, ATTN: AMCPP-SC, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001; and

(2) For U.S. Army Corps of Engineers contracting offices, send through Office of the Chief of Engineers, HQDA (DAEN-PRP), Washington, DC 20314-1000.

(b) Navy:

(1) Contracting officers from the contracting offices specified below and all subordinate field offices shall forward completed DD Forms 1547 to the office designated in (b)(2):

(i) Naval Air Systems Command;
(ii) Naval Sea Systems Command;
(iii) Space and Naval Warfare Systems Command;
(iv) Naval Facilities Engineering Command;
(v) Naval Supply Systems Command;
(vi) Office of Naval Research;
(vii) Headquarters, United States Marine Corps; and
(viii) Strategic Systems Project Office.

(2) Designated Office: Commander, Naval Supply Systems Command (SUP 024B), Washington, DC 20376.

(c) Air Force:

(1) Contracting officers from all field contracting offices in the Air Force Systems Command and Air Force Logistics Command shall forward completed DD Forms 1547 to HQ AFLC/LMSC/SORS, Wright-Patterson Air Force Base, Ohio 45433.

204.673-4 Procedures.

(a) All elements of the DD Form 1547 shall be completed by the contracting officer as instructed in 215.970-2, 215.971-3, and 215.972-2.

(b) Completed forms shall be sent to the designated office, as an unclassified document, within 30 days after contract award. Classified information shall not be entered into the management information system on profit. The designated office will perform the necessry audit tests to ensure that the information on the DD Form 1547 is accurate. Use of mechanized or automated systems is desirable.

(c) The designated offices shall transmit the DD Form 1547 information in the manner and format specified in DoD Instruction 7730.27.

(d) The reporting requirements of this part have been assigned RCS: P&L(Q) 1751.

204.674 Overseas Distribution of Defense Subcontracts (DD Form 2139).

204.674-1 Definition.

"Country of Origin", as used in this section, means the country where the actual producer of supplies or provider of services is located.

204.674-2 Purpose. To assist DoD monitoring of the volume, type, and nature of subcontracts with foreign sources the clause at 252.204-7005 requires prime contractors and first-tier subcontractors to report (using DD Form 2139) those subcontracts or modifications thereof exceeding $25,000 where the country of origin is outside the United States, its territories and possessions.

204.674-3 Contract Clause. The contracting officer shall insert the clause at 252.204-7005, Overseas Distribution of Defense Subcontracts in any contract for other than commercial items which is expected to exceed $500,000, or when any modification increases the amount of a contract to more than $500,000. In the latter case, the reporting requirement will not be retroactive so as to require the reporting of subcontracts awarded prior to the modification. This clause shall not be inserted in contracts for ores, natural gas, utilities, petroleum products and crudes, timber (logs) and subsistence.

204.675 Individual Contract Reporting of Actions $25,000 or Less in the Four Designated Industry Groups Under the Small Business Competitiveness Demonstration Program.

204.675-1 General. The four designated industry groups in the Small Business Competitiveness Demonstration Program are set forth in FAR 19.1005(a). For the procurement of a service in any of the four designated industry groups (for Army, includes dredging), the Small Business Competitiveness Demonstration Act of 1988, Public Law 100-656, requires reporting of each award of $25,000 or less in the same manner as if the purchase were in excess of $25,000.

204.675-2 Procedures.

(a) During the term of the Program, each contracting action obligating or deobligating $25,000 or less for services within any of the four designated industry groups shall be reported on an Individual Contract Action Report (DD Form 350) except as indicated in 204.671-3(d), and except that a DD Form 350 need not be prepared for actions of $500 or less. In addition, do not complete the report for actions of $25,000 or less when the action is a result of a Foreign Military Sale (Item B9=Y) or the kind of contracting action would be coded as an order/modification under Federal Schedule or as an action with another Federal Agency (Item B13=6 or 8).

(b) This requirement is in addition to the reporting requirement at 204.672, Monthly Contracting Summary of Actions $25,000 or less (DD Form 1057).

204.675-3 Instructions for Completion of the DD Form 350. Do not complete the report for actions of $25,000 or less when the action is a result of a Foreign Military Sale (Item B9=Y) or when the kind of contracting action would be coded as an order/modification under Federal Schedule or as an action with another Federal Agency (Item B13=6 or 8).

(a) Except as noted in (b) and (c) below, complete the DD Form 350 in accordance with the instructions at 204.671-5.

(b) Leave Items B4, B5B, B5E, B5F, B5G, B10, B11, B12B, B12C, C4, C6, C11, C12, D2, D3, D4E, D5, D7, D8 and E1 blank. Leave Items C8 and C9 blank when small purchase procedures are used.

(c) Contracting actions using small purchase procedures shall code the following items as shown below. (These codes do not appear on the DD Form 350).

Item B13, Kind of Contract Action.

Code 9 - Small Purchase Procedures. Enter this code to report an action using small purchase procedures as defined in FAR Part 13.

Item D4A, Type of Small Business Set-Aside.

Code Y - Enter this code if the action resulted from an Emerging Small Business Set-Aside (219.1070-2).

Code Z - Small Business-Small Purchase Set-Aside. Enter this code if the acquisition was reserved exclusively for small business concerns pursuant to FAR 13.105.

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